

## **REGION INCIDENT INFORMATION MANAGEMENT TEAMS**

**0644**

(September 1991)

Region Incident Information Management Teams will be attached to Incident Management Teams to provide the necessary information expertise.

A Region Incident Information Management Team will consist of:

- Incident Information Officer
- Information Field Manager
- Information Center Manager

## **TEAM OPERATING PROCEDURES**

**0644.1**

(September 1991)

Region Incident Information Teams provide prompt, organized expertise to any unit facing a major incident. The Incident Management Team will activate region teams when incident activities exceed a unit's capabilities.

The Incident Information Officer acting for the Team Incident Commander maintains the team's integrity and ensures the team is ready for dispatch. Team members advise the Incident Information Officer of any change affecting their availability. A team member's commitment is essential to the success of the Region Incident Information Teams.

## **SUBSTITUTIONS**

**0644.2**

(September 1991)

In order to maintain the integrity of on-call incident information teams and still ensure flexibility, information personnel should use the following procedures for team member substitutions.

- Substitutions will be made from members of other incident information teams only if the reserve pool has been exhausted and the team's incident commander and the information team's Incident Information Officer approves.
- If an on-call team Incident Information Officer becomes unavailable for dispatch, he or she is responsible for contacting the team's incident commander and obtaining a qualified replacement from the reserve Incident Information Officer pool.

- When an on-call team member becomes unavailable for dispatch, the team member must contact the Incident Information Officer who is responsible for finding a qualified replacement from the reserve information pool and notifying the team incident commander of the substitution.

## **TEAM INTERFACING**

**0644.3**

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The Incident Information Officer represents the Incident Commander to the unit. Although responsible for the information function, the Unit Information Officer interfaces Information Management Team with the local information system.

The Unit Information Officer interfaces with the Information Management Team. Maintenance of team integrity is vital while using the Unit Information Officer and his/her key contacts within the unit to support the information function.

The team information officer may elect to use the Unit Information Officer in a supervisory role within the information function.

The Incident Information Officer coordinates the flow of information from the Incident Commander to the unit.

## **INFORMATION TEAM RESOURCE POOL**

**0644.4**

(September 1991)

In some circumstances, a region may elect to staff an information management team from an information resource pool rather than reassigning personnel. This procedure requires a regional list of qualified personnel for the various responsibilities (see [Section 0643](#), Training). When the department activates a Regional Incident Information Management Team, the Center and Field Manager positions will be filled immediately. Every effort will be made to use the most readily available qualified person from the resource pool in order to meet incident information needs as quickly as possible.

To fill the remaining positions of the information management team, the Incident Information Officer should contact the Unit Information Officer and determine if requests for additional personnel have been placed. If not, or if the requests are insufficient, the Incident Information Officer will ensure that the information management team is adequately staffed. The Incident Information Officer should notify the receiving unit of the additional needs and work with the region ECC to fill requests from resource pools. In some cases, the Incident Information Officer alleviates the ECC's workload by making these contacts.

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